

~~SECRET~~  
~~SECURITY INFORMATION~~

~~CONFIDENTIAL~~

EMERGENCY FUND  
DISBURSING PROCEDURE

1. Request for the disbursement from Emergency Fund on behalf of the office concerned shall be in writing to Contact Office, indicating account number to be charged.
2. When disbursement is made, notification shall be teletyped to Headquarters, OO/Contact, in sufficient detail to describe transaction and show account number to which the item will be expensed, or advance account charged, as case may be.
3. Administrative Officer in OO/Contact Headquarters will then alert the Finance Division in writing so that appropriate controls may be set up to identify the transaction with the accounting subsequently submitted by Contact Field Office.

~~CONFIDENTIAL~~

~~SECRET~~  
~~SECURITY INFORMATION~~